



# **SUPERIOR COURT OF CALIFORNIA COUNTIES OF BUTTE, GLENN & TEHAMA REQUEST FOR QUALIFICATIONS**

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## **MANAGING ATTORNEY FAMILY LAW FACILITATOR & SELF HELP CENTERS** *(Maximum Annual contract compensation - \$125,000)*

The Superior Courts of Butte, Glenn and Tehama Counties are soliciting responses to this Request for Qualifications for the purpose of contracting with a qualified lawyer to provide program management services for the Courts' award winning Self-Help Assistance Referral Program (SHARP) and to administer Butte and Glenn County Superior Courts' Family Law Facilitator Programs.

These collaborative programs will focus on providing educational materials and direct legal services to unrepresented litigants in all three counties. Telecommunication technology (video conferencing), staff employees, volunteer interns, pro bono attorneys and contract attorneys will be coordinated in all three counties to leverage existing services and to ensure that each community receives exceptional service and access to a wide variety of legal services.

### Primary Responsibilities:

*The Managing Attorney will provide a wide-range of administrative and legal services, including, but not limited to:*

- Provide effective and creative leadership, support and guidance to program volunteers, attorneys and staff.
- Work collaboratively with the judges, court executives, court managers and staff of each court to further the development and delivery of self-represented litigant services.
- Develop and deliver workshops, resource guides and related materials to assist unrepresented litigants in accessing justice services; and coordinate the delivery of services via teleconferencing and on-site workshops
- Recruit and schedule attorneys to prepare and deliver broadcast and on-site workshops on a variety of legal topics and court processes; arrange for attorney training seminars as needed
- In collaboration with the Program Manager, oversee the training and quality of work performed by volunteers, interns and paid staff in assisting litigants at each court location
- Collect, review and analyze statistical data to monitor progress and evaluate program effectiveness
- Serve as Family Law Facilitator for the Butte and Glenn County Superior Courts, providing all of the mandatory services defined in Family Code § 10004
- Ensure the SHARP and Family Law Facilitator Programs are in compliance with standards and rules adopted by the Judicial Council.
- Make public presentations regarding program services; prepare and present written and verbal reports to judges, court administrators and community stakeholders

### Minimum Qualifications

- At least 5 years experience in the practice of law, including substantial family law practice and litigation and/or mediation practice
- Active membership in the California State Bar

### Knowledge, Skills & Abilities

- Knowledge of family law procedures, child support establishment and enforcement process (42 USC § 651 et seq.), child support law and the operation of the uniform state child support guideline
- Basic understanding of law and psychological issues related to domestic violence
- Significant administrative experience in program development, evaluation and management
- Modern supervisory techniques and methodologies for selecting, mentoring, training, evaluating and directing the work of subordinate staff
- Ability to communicate effectively with persons of various socio/economic backgrounds
- Knowledge of low income populations and related legal services
- Ability to work collaboratively and effectively with judicial officers, court administrators, public and private agencies and providers in the development of legal service programs
- Knowledge of and ability to use computers and software applications including support calculators, word processing, spreadsheets, email and presentation programs
- Ability to prepare and effectively deliver public presentations to large and small groups communicating program objectives, services and outcomes
- Ability to work independently, take initiative, manage multiple tasks in a high-demand work environment, create effective teams and motivate staff

### Additional Requirements

- Must be willing to travel to and provide services on a regular basis in Butte, Glenn and Tehama Counties
- Possession of a valid California Drivers License
- Automobile Liability Insurance (\$1,000,000 combined single limits per occurrence)
- Professional Liability Insurance (\$1,000,000 in aggregate)

### Qualification Submittal Process:

***Those interested in responding to the Request for Qualifications must submit the following documents to: Court Executive Officer –RFQ, One Court Street, Oroville, Ca 95965 no later than 4:00 p.m., October 23, 2009.***

- A resume describing the training education and experience, which documents the attorney possesses the minimum qualifications, skills, abilities and additional requirements described in this Request for Qualifications.
- A written response to each of the following questions (responses not to exceed 3 double-spaced, type-written pages):
  1. What areas of law are the most in need of unrepresented litigant services and how should the Courts respond to these needs?
  2. How would you go about motivating and retaining volunteer attorneys and support staff for this program?
  3. What unique challenges do you envision encountering in managing these multi-county programs?
  4. What is your understanding of the function of the Family Law Facilitator and the mandatory services provided through that program?